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PROTOCOL BRANCH
Office of Personnel
Routing Slip

TO:	DCI
	DDCI
	ExDir
	DDA
	DDI
<input checked="" type="checkbox"/>	DDO
	DDS&T
	D/Pers
	ADDA
	ADDI
	ADDO
	ADD&T

TO:	DC/BSD/OP
	DCI Security
	HQS Security Branch
	Main Receptionist

REMARKS:

☒ This is background material for

☐ Honor and Merit Award Ceremony

☒ Luncheon

In honor of: Department of State Guests

Date/Time: Thursday, 28 June 1984

Note: In conversation, guests may be referred to as Ambassador or Mr.

PB/BSD/OP

(Date) 20 June 1984

*also noted
on copy to
attache*

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DINING ROOM EVENTS

TIME/DAY/DATE: 1800 - Thursday, 28 June 1984

BREAKFAST _____ LUNCHEON _____ DINNER XX

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: John H. Stein, DDO

PLACE: DCI D.R. _____ EDR XX OTHER: _____

GUEST LIST: See attached

TOTAL: 27

MENU: Cocktails

Fresh pineapple chunks and strawberry halves :

Filet Mignon

Baked potato with sour cream

Peas and pearl onions

Tossed Green Salad with Oil & Vinegar Dressing

Rolls and butter

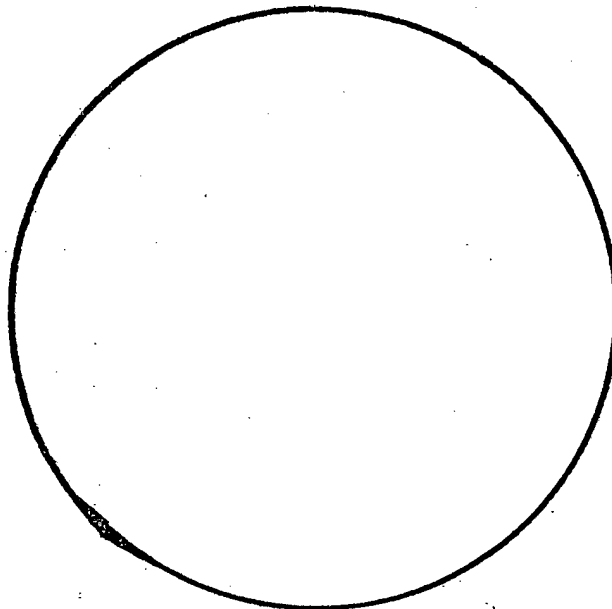
Red wine with meal

Coffee/Tea

Chocolate Sundae

SEATING ARRANGEMENT:

(WINDOWS)



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DINING ROOM EVENTS

TIME/DAY/DATE: 1800 - Thursday, 28 June 1984

BREAKFAST _____ LUNCHEON _____ DINNER XX

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: John H. Stein, DDO

PLACE: DCI D.R. _____ EDR XX OTHER: _____

GUEST LIST: See attached

TOTAL: 27

MENU: Cocktails

Fresh pineapple chunks and strawberry halves sprinkled with powdered sugar

Filet Mignon

Baked potato with sour cream

Peas and pearl onions

Tossed Green Salad with Oil & Vinegar Dressing

Rolls and butter

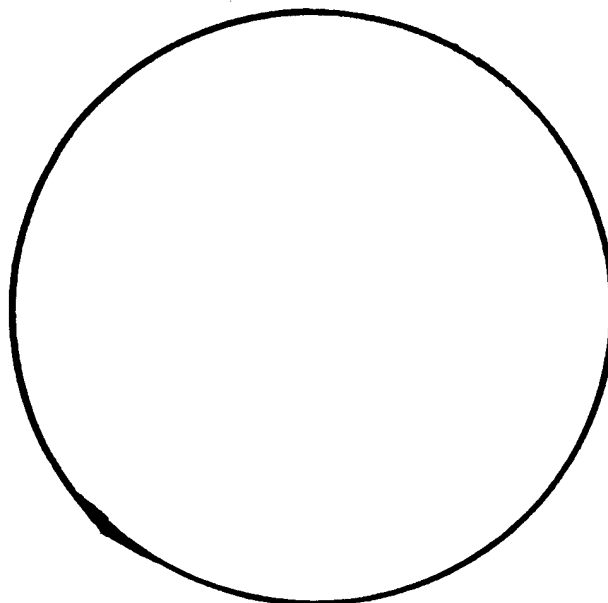
Red wine with meal

Coffee/Tea

Chocolate Sundae

SEATING ARRANGEMENT:

(WINDOWS)



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Proposed Menu

Deputy Chiefs of Mission

28 June 1984

EDR

Host: John Stein

Fresh pineapple chunks and
strawberry halves sprinkled with
powered sugar

Salad

Filet Mignon

Baked potato with sour cream

Peas and pearl onions

Chocolate sundae

Rolls and butter

Coffee/tea

Red wine

TRANSMITTAL SLIP		DATE 12 Jun 1984
TO: Protocol Branch Att: Nancy		
ROOM NO. 7E31	BUILDING Hqs.	
KS: Attached is the list of participants attending the upcoming Deputy Chiefs of Mission Seminar on 28 June 84. We have 20 DCMs and 7 Agency people. Thank you. <i>add Ray Chambers</i>		
FROM:		OTE/SP
ROOM NO. 1032	BUILDING C of C	

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DINING ROOM EVENTS

TIME/DAY/DATE: Tuesday, 26 June 1984

BREAKFAST _____ LUNCHEON _____ DINNER XX

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: John Stein, DDO

PLACE: DCI D.R. _____ EDR XX OTHER: _____

GUEST LIST: Ambassadorial Seminar

(See Attached)

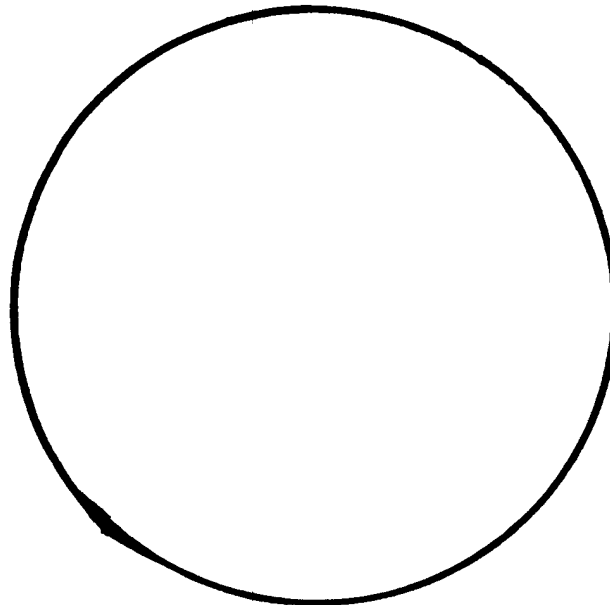
Cocktails: 6:45 p.m. - 7:15 p.m.

Dinner: 7:15 p.m. - 8:15 p.m.

MENU: Melon Ball Fruit Cocktail
Tossed Salad with Choice of Dressing
Veal Paprikash
Rotelle Pasta (Corkscrew Macaroni)
Buttered Green Beans with Almonds
Rolls with Butter
White Wine with Meal
Apple Pie
Coffee/Tea

TOTAL: 22

SEATING ARRANGEMENT: (WINDOWS)



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Proposed Menu

Ambassadorial Seminar

26 June 1984

EDR

Host: ~~John McMahon~~

John Stein

Melon ball fruit cocktail

Salad

Veal Paprikash

Rotelle pasta (corkscrew macaroni)

Buttered green beans with almonds

Apple pie

Rolls and butter

Coffee/tea

White wine

TRANSMITTAL SLIP		DATE 20 June 1984
TO: Nancy		
ROOM NO. 7E31	BUILDING Hqs.	
REMARKS: Attached is the list of participants attending the Ambassadorial Seminar on 26 June 1984.		
FROM:		OTE/SP
ROOM NO. 1032	BUILDING C of C	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT
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Robert E. Barbour	Suriname
C. Edward Dillery	Fiji
Paul P. Gardner	Papua New Guinea
Brandon H. Grove, Jr.	Zaire
Melvyn Levitsky	Bulgaria
Alberto Piedra*	Guatemala
J. Stapleton Roy	Singapore
Francis S. Ruddy*	Equatorial Guinea
Howard B. Schaffer	Bangladesh
Robert D. Stuart, Jr.*	Norway
Leon J. Weil*	Nepal
Robert Wagner	

 STAT
Staff Members

Shirley Temple Black	Co-Chairperson, Ambassadorial Seminar
David Newsome	Co-Chairperson, Ambassadorial
Stephen Low	Director, FSI
or John T. Sprott	Deputy Director, FSI
Thomas Morgan	Staff Member

TRANSMITTAL SLIP		DATE
TO: Nancy		19 June 1984
ROOM NO. 7E31	BUILDING Hqs.	
REMARKS: Attached is the proposed seating chart for upcoming Ambassadorial Seminar on Tuesday, 26 June 1984. Please advise if you see any necessary changes. Thank you		
FROM: [Redacted]		OTE/SPO
ROOM NO. 1032	BUILDING C of C	EXTENSION [Redacted]
<small>FORM NO. 1 FEB 55 241 REPLACES FORM 36-8 WHICH MAY BE USED. (47)</small>		

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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0745 - Friday, 22 June 1984

Event: Breakfast XX Luncheon _____ Dinner _____ Other _____

Host: DCI XX DDCI Co-host ExDir _____ Other _____

Place: DCI D.R. XX Executive Dining Room _____ Other: _____

In Honor Of: The Secretary of Defense; The Deputy Secretary of Defense

Total Number of Attendees: 4

Sponsoring Component: DCI Charge To: STAT

Contact: Betty Ext: Room 7D60 STAT

Date Reservation Made: 18 June 1984 By: NDL
PB Officer

EDR and advised: 18 June 1984 Cys to: O/DCI; O/DDCI; EDR STAT
Date

Place Cards:
Ordered _____ Received 18 June To EDR 18 June
Date Date Date

Menu:
Prepared --- Distributed To: _____
Date

Friday, 22 June 0745
Breakfast
DCI
Sec Def
Dep Sec Def
DDCI

DINING ROOM EVENTS

TIME/DAY/DATE: 0745 - Friday, 22 June 1984

BREAKFAST XX LUNCHEON DINNER

HOST: DCI XX DDCI Co-host EX DIR OTHER:

PLACE: DCI D.R. XX EDR OTHER:

GUEST LIST: Mr. Casey
Mr. McMahon
The Secretary of Defense
The Deputy Secretary of Defense

USE SMALL TABLE

MENU: TO BE SELECTED AT TABLE

TOTAL: 4

SEATING ARRANGEMENT:

(WINDOWS)

Mr. McMahon

The Deputy Secretary of Defense

The Secretary of Defense

Mr. Casey

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DINING ROOM EVENTS

TIME/DAY/DATE: 0800 - Wednesday, 20 June 1984

BREAKFAST XX LUNCHEON _____ DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

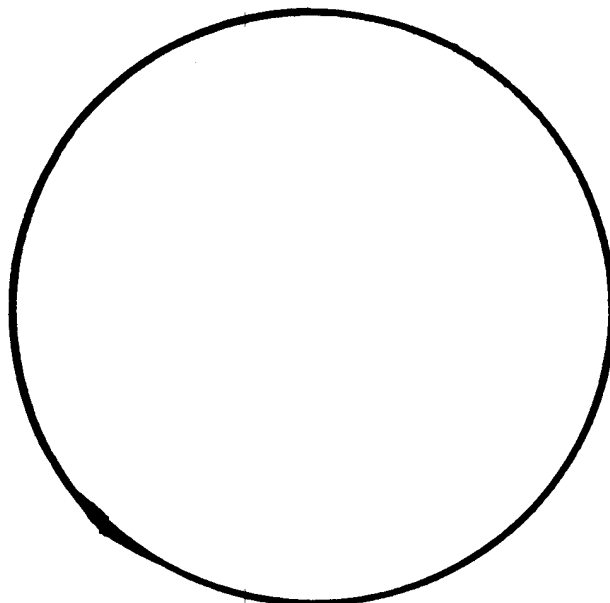
PLACE: DCI D.R. _____ EDR _____ OTHER: DCI's Office

GUEST LIST: Mr. Casey
Ambassador Richard Williamson

MENU: TO BE SELECTED FROM MENUS

TOTAL: 2

SEATING ARRANGEMENT: (WINDOWS)



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DINING ROOM EVENTS

TIME/DAY/DATE: 1230 - Friday, 15 June 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI _____ EX DIR XX OTHER: _____

PLACE: DCI D.R. _____ EDR XX OTHER: _____

GUEST LIST: University Presidents Visit

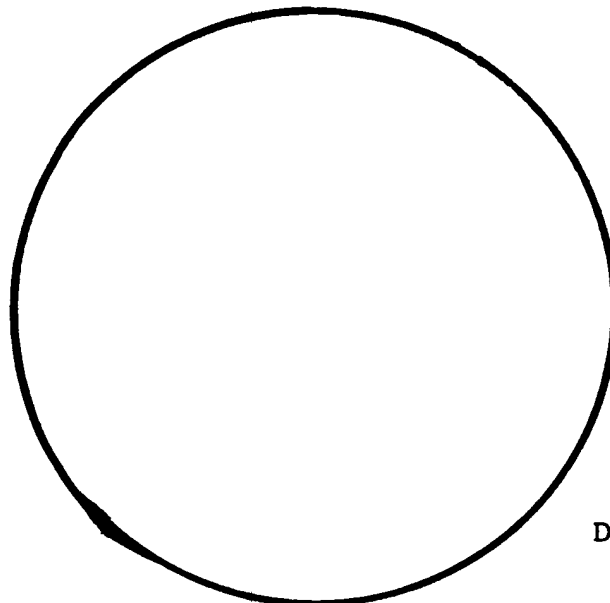
(See Attached)

MENU: 1230 - 1300 (Serve Beer and Wine)

TOTAL: 28

Fresh Fruit Cup
Chicken Cordon Bleu
Tossed Salad with Vinaigrette Dressing
Steamed Broccoli
Iced Tea
Rolls with Butter (Choice of White Wine with Meal)
Sherbet
Coffee/Tea

SEATING ARRANGEMENT: (WINDOWS)



Dist: EDR
Ex Dir
DDA
DDO
DDI
CAA/PAO

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TRANSMITTAL SLIP		DATE 8 June , 984
TO: Nancy - Protocol Branch		
ROOM NO.	BUILDING	
RKS: <i>Friday, 15 June CD ordered some place cards 11 June</i>		
FROM: CAA/PAO		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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Tentative Schedule for University Presidents' Visit
 1984

STAT

9:00 - 9:30 a.m.	Arrival of Guests	DCI Conference Room
9:30 - 9:45	Welcome by DCI	" " "
9:45 - 10:30	Introduction to the Agency by Executive Director	" " "
(Break)		
10:40 - 11:30	Briefing by the DDI	" " "
11:30 - 12:20	Briefing by the DDS&T	" " "
(Break)		
12:30 - 1:00	Refreshments/Discussion (Ex Dir hosting, DDI, DDS&T DDO, DDA, D/PERS, D/EEO, C/NCD, DD/PAO, CAA/PAO, selected Agency alumni/ae of presidents' schools)	Executive Dining Room
1:00 - 2:00	Luncheon (Attendees -- 8 guests, 16 officials, as above)	Executive Dining Room
2:00 - 3:20	Briefing by the DDO	DCI Conference Room
(Break)		
3:30 - 4:00	Discussion with DCI/DDCI/Ex Dir	" " "
4:00 p.m.	Departure of Guests	

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DCI DINING ROOM

Special Cocktail Party
Date 14 June 1984 Time 5:30 - 7:30 No. 60-70

Place Cards _____

Cocktails _____

Menu _____ Price _____

Host 7 _____

Charg [Redacted] _____

Contact [Redacted] _____

Guests DT+F = 526 C of C

Mid-Course Reception

By H. 4/11 _____

Form sent
4/11/84

STAT

STAT

DINING ROOM EVENTS
CHECKLISTTime/Date of Event: 0745 - Wednesday, 13 June 1984Event: Breakfast XX Luncheon _____ Dinner _____ Other _____Host: DCI XX DDCI _____ ExDir _____ Other _____Place: DCI D.R. XX Executive Dining Room _____ Other: _____In Honor Of: Group of Young CIA OfficersTotal Number of Attendees: 10Sponsoring Component: NIC Charge To: Contact: Edith Ext: Room 7E62Date Reservation Made: 31 May 1984 By: NDL
PB OfficerEDR and advised: 31 May 1984 Cys to: O/DCI; NIC; EDR
DatePlace Cards:
Ordered 1 June Received 7 June To EDR 11 June
Date Date DateMenu:
Prepared Distributed To: EDR; O/DCI; NIC
Date

STAT

STAT

STAT

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SECRET

The Director of Central Intelligence

Washington, D.C. 20505

National Intelligence Council

NIC #02211-84

16 April 1984

MEMORANDUM FOR: Director of Central Intelligence
Deputy Director of Central Intelligence

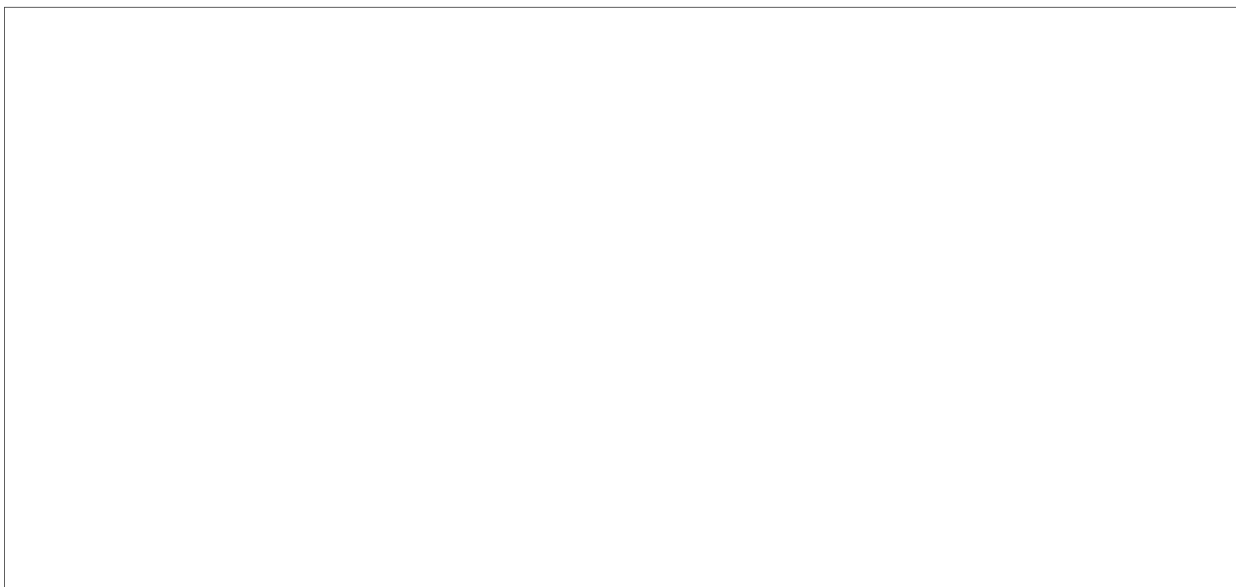
VIA: Chairman, National Intelligence Council

FROM: David D. Gries

SUBJECT: Proposal for You to Meet a Group of Young Officers

*The DDI has no
objection - an intriguing
useful idea -
Rej.*

1. Management "by walking around" is partly a device to promote communications up and down the chain of command. But you have few opportunities to "walk around" in the parts of CIA where young officers start to work and first make their mark. Accordingly, I recommend reversing the process and walking a handful of promising young officers up to your office, thus giving you a chance to take their measure and hear what they have to say. To conserve your time--and to mark the event as something special in the minds of the officers--I propose a working breakfast of no more than 45 minutes, to include you, the DDCI, and six or seven young officers. My list includes the following:



25X1

CL BY SIGNER
DECL OADR

SECRET

SECRET

25X1

2. If you are interested, I will ask Betty to fix a time. I would propose that each analyst make a presentation limited to five minutes on his or her specialty and then respond to your questions.

3. This selection of analysts is necessarily based on my personal exposure to them and is accordingly biased in the direction of East Asia and narcotics work. If this breakfast works out well, you could consider asking other NIOs to arrange similar gatherings for their areas.

David D. Gries
David D. Gries

APPROVE:

[Signature]

Director of Central Intelligence

23 APR 1984

DISAPPROVE:

Director of Central Intelligence

2
SECRET

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DCI DINING ROOM

Special Dinner PartyDate 12 June 1984 Time 6:00 - 9:00 PM No. 45-50Place Cards YesCocktails Yes *Menu To be selected Price _____Host Mr. Casey or Mr. McMahonCharge _____
Contact _____

Guests _____

College Professors -
Center for the Study of
IntelligenceBy n. 3/7/84

STAT

DINING ROOM EVENTS

TIME/DAY/DATE: 1800 - Tuesday, 12 June 1984

BREAKFAST _____ LUNCHEON _____ DINNER XX

HOST: DCI _____ DDCI XX EX DIR _____ OTHER: _____

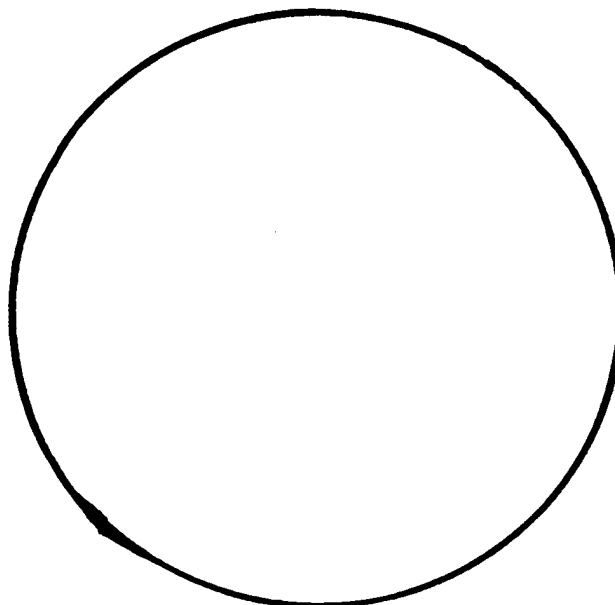
PLACE: DCI D.R. _____ EDR XX OTHER: _____

GUEST LIST: (See attached)

MENU: Tomato Juice
Delmonico Steak
Steamed Broccoli
Baked Potato
Tossed Green Salad with Oil & Vinegar Dressing
Sherbet
Red Wine
Coffee/Tea

TOTAL: 36
37

SEATING ARRANGEMENT: (WINDOWS)



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ROUTING AND TRANSMITTAL **P**

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	O-Protocol -- 		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Nancy -- the menu for 12 June's dinner is:

for 12 June
 Juice
 Steak
 Broccoli without cheese sauce
 Potatoe
 Salad -- Oil & vinegar dressing
 sherbert
 coffee/tea
ver wine

6-9

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

	Room No.—Bldg.
	1036 C of C
	Phone No.

OTE/CSI

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

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DINING ROOM EVENTS
CHECKLISTTime/Date of Event: 0730 - Monday, 11 June 1984Event: Breakfast XX Luncheon _____ Dinner _____ Other _____Host: DCI XX DDCI Co-host ExDir _____ Other _____Place: DCI D.R. XX Executive Dining Room _____ Other: _____In Honor Of: Program Managers BreakfastTotal Number of Attendees: 6Sponsoring Component: DCI Charge To: _____Contact: _____ Room 7D60Date Reservation Made: 15 May 1984 By: NDL
PB OfficerEDR and Neicha advised: 16 May 1984 Cys to: O/DCI; O/DDCI; EDR
DatePlace Cards:
Ordered _____ Date _____ Received _____ Date _____ To EDR 6 June
DateMenu:
Prepared _____ Date _____ Distributed To: O/DET; O/DDCI; EDR

DINING ROOM EVENTS

TIME/DAY/DATE: 0730 - Monday, 11 June 1984

BREAKFAST XX LUNCHEON _____ DINNER _____HOST: DCI XX DDCI Co-host EX DIR _____ OTHER: _____PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey, host
Mr. McMahon, co-host
Mr. Aldridge
General Faurer
General Williams

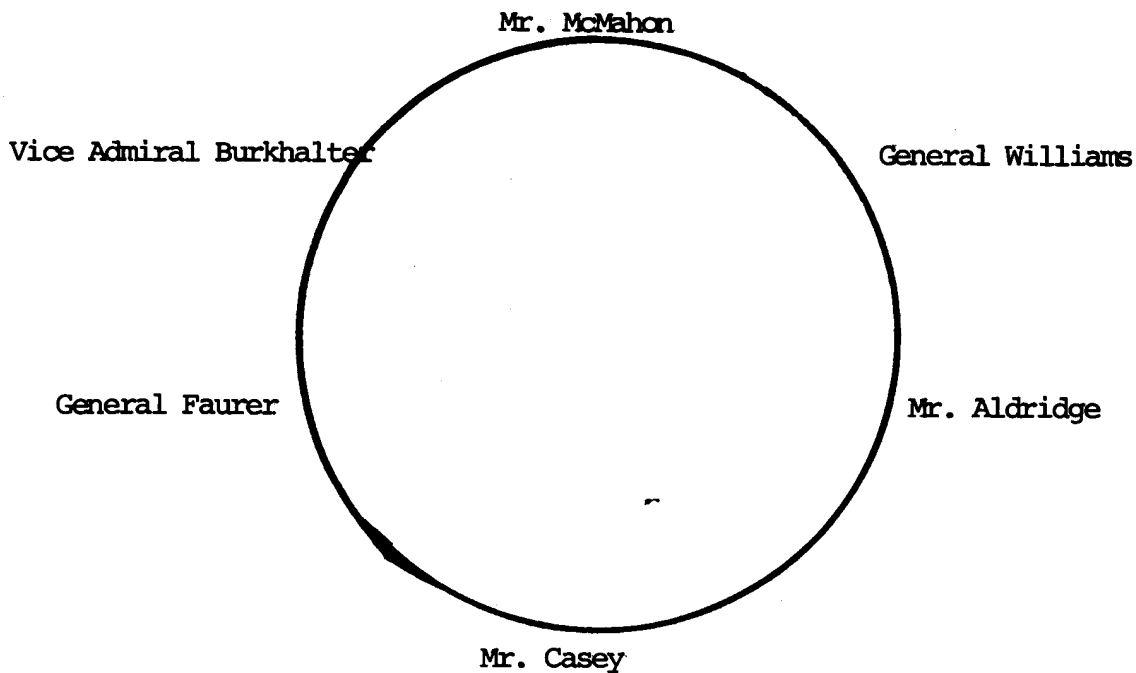
STAT

MENU: TO BE SELECTED AT TABLE

TOTAL: 6

SEATING ARRANGEMENT:

(WINDOWS)



Protocol

DCI DINING ROOM

Special Cocktail PartyDate 11 June 1984 Time 6:00-8:00 PM No. 50
(Monday)

Place Cards _____

Cocktails _____

Menu _____ Price _____

Host Mr. Casey (?)

Charge

Contact

Guests _____

College Professors -
Center for the Study of
Intelligence

By

Y. 3/7/84

STAT

DINING ROOM EVENTS
CHECKLISTTime/Date of Event: 1200 - Monday, 11 June 1984Event: Breakfast _____ Luncheon XX Dinner _____ Other _____Host: DCI XX DDCI _____ ExDir _____ Other _____Place: DCI D.R. XX Executive Dining Room _____ Other: _____In Honor Of: William Schneider, Jr., Under Secretary for Security Assistance,
Science and Technology, Department of StateTotal Number of Attendees: 8 - 10Sponsoring Component: DCI Charge To: Contact: Susan (NIO/S&T) Ext: Room 7E47Date Reservation Made: 17 May 1984 By: NDL
PB OfficerEDR and Neicha advised: 18 May 1984 Cys to: O/DCI; NIO/S&T; EDR
DatePlace Cards:
Ordered 5 June Received _____ To EDR 11 June
Date Date DateMenu:
Prepared 5 June Distributed To: O/DCI; NIO/S&T; Ex Dir;
Date DDO; DDI; EDR

REVISED 8 June

DINING ROOM EVENTS

TIME/DAY/DATE: 1200 - Monday, 11 June 1984

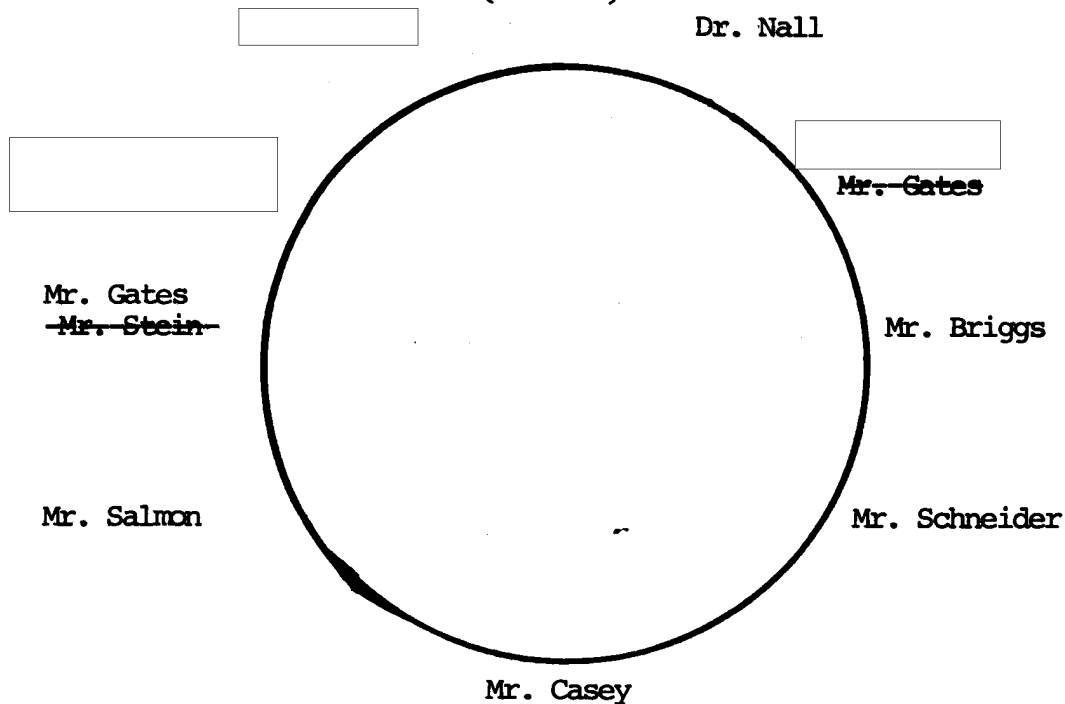
BREAKFAST _____ LUNCHEON XX DINNER _____HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey, host
 Mr. William Schneider, Jr., Under Secretary of State
 for Security Assistance, Science and Technology - guest of honor
 Mr. William C. Salmon, Senior Adviser for Science and
 Technology (State) - guest
 Mr. Charles Briggs, Executive Director
~~Mr. John Stein, DDCI~~ [redacted]
 Mr. Robert Gates, DDCI [redacted]

Dr. Julian Nall, NIO/S&T
[redacted]TOTAL: 9

MENU: Tomato Juice
 Beef Kabob
 Steamed Wild Rice
 Tossed Green Salad with Vinaigrette Dressing
 Fresh Cantelope with Vanilla Ice Cream
 Rose Wine with Meal
 Coffee/Tea

SEATING ARRANGEMENT: (WINDOWS)



C O N F I D E N T I A L

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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0745 - Friday, 8 June 1984

Event: Breakfast XX Luncheon _____ Dinner _____ Other _____

Host: DCI XX DDCI Co-host ExDir _____ Other _____

Place: DCI D.R. XX Executive Dining Room _____ Other: _____

In Honor Of: The Secretary of Defense and The Deputy Secretary of Defense

Total Number of Attendees: 4

Sponsoring Component: DCI Charge To: STAT

Contact: Betty Ext: Room 7D60 STAT

Date Reservation Made: 1 June 1984 By: NDL
PB Officer

EDR and Neicha advised: 1 June 1984 Cys to: O/DCI; O/DDCI; EDR
Date

Place Cards:
Ordered _____ Date _____ Received _____ Date _____ To EDR 5 June
Date

Menu:
Prepared _____ Date _____ Distributed To: O/DCI; O/DDCI; EDR

DINING ROOM EVENTS

TIME/DAY/DATE: 0745 - Friday, 8 June 1984

BREAKFAST XX LUNCHEON _____ DINNER _____HOST: DCI XX DDCI Co-host EX DIR _____ OTHER: _____PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey, host
 Mr. McMahon, co-host
 The Secretary of Defense
 The Deputy Secretary of Defense

USE SMALL TABLE

MENU: TO BE SELECTED AT TABLE

TOTAL: 4

SEATING ARRANGEMENT:

(WINDOWS)

Mr. McMahon

The Deputy Secretary of Defense

The Secretary of Defense

Mr. Casey

DINING ROOM EVENTS
CHECKLISTTime/Date of Event: 1200 - Friday, 8 June 1984Event: Breakfast _____ Luncheon XX Dinner _____ Other _____Host: DCI _____ DDCI _____ ExDir _____ Other DDI/EEO STATPlace: DCI D.R. XX Executive Dining Room _____ Other: _____In Honor Of: President and Vice President of Morgan State UniversityTotal Number of Attendees: 9Sponsoring Component: DDI/EEO Charge To: _____Contact: _____ Room 2F42 STATDate Reservation Made: 1 June 1984 By: NDL
PB OfficerEDR and Neicha advised: 1 June 1984 Cys to: DDI/EEO; EDR
DatePlace Cards:
Ordered _____ Date _____ Received _____ Date _____ To EDR _____ Date _____Menu:
Prepared 5 June Date _____ Distributed To: EEO/DDI; EDR

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DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1200 - Thursday, 7 June 1984

Event: Breakfast _____ Luncheon XX Dinner _____ Other _____

Host: DCI _____ DDCI _____ ExDir _____ Other Robert Gates, DDI

Place: DCI D.R. XX Executive Dining Room _____ Other: _____

In Honor Of: Lionel Olmer, Under Secretary for International Trade, Department of Commerce

Total Number of Attendees: 7

Sponsoring Component: DDI Charge To: _____

Contact: _____ Room 7E47

Date Reservation Made: 10 May 1984 By: NDL
PB Officer

EDR and Neicha advised: 10 May 1984 Cys to: EDR; O/DDI
Date

Place Cards:
Ordered _____ Received _____ To EDR 15 May
Date Date Date

Menu:
Prepared 15 May Distributed To: EDR; DDI
Date

STAT
STAT

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Menu Suggestions

Director's Dining Room

✓
—

Tomato Juice
Soup of the Day

Cocktails before lunch

✓
—

Wine with lunch

—

Baked chicken breast, w/light wine sauce

—

Cornish hen

—

Lamb chops

—

Steak filet delmonico filet sandwich

—

Salmon loaf

✓
—

Veal cordon bleu

—

Chicken cordon bleu

—

Baked Potatoes

served with vegetable and salad

✓
—

sherbet

—

pie

—

fruit cup

—

Cake

—

Chocolate Sundae

—

Ice Cream

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ROUTING AND TRANSMITTAL SLIP		Date	
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. <i>Protocol Branch</i>			
2. <i>attn: Nancy</i>			
3. <i>Pm. 7E31</i>			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		
REMARKS			

call Kathy re
Vice-- Admiral

ck w/CO - may already
have placed call?

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